

West Fertilizer Inspection Protocol

Location of Loss: West, TX 76691

Date of Loss: 4/17/2013

INITIAL DRAFT PROTOCOL

This notice of the intent to inspect the site, document and collect evidence, and reconstruct the scene is being distributed so as to elicit a consensus agreement on procedure(s).

The inspections, evidence collection and preservation and all activities regarding this loss will be conducted in accordance with applicable ASTM and NFPA standards, **including, but not limited to, NFPA 921.**

This protocol was developed solely for the investigative portion of this incident. During the June 3 and 4, 2013 meeting, no agreement was reached regarding the materials off-site (across the street). These include the corn, the milo, the dirt, and metal debris. No agreement was reached on similar items that remain on-site or the fertilizer removed from Fertilizer Building. All of these items will be addressed by separate protocol. **The parties have agreed that a separate protocol will be developed to address inspection, documentation, and collection of evidence no longer on West's property.**

The inspection will involve numerous investigators, engineers and other interested entities, and it is foreseeable that modification(s) to these procedure(s) will occur. Hence, this protocol will remain dynamic as conditions change, parties involved and new parties and revelations may require changes. **The parties request a mutually agreed upon procedure for modifying the protocol. For example, engineering change controls should be outlined for discussion and agreement.**

The inspection will occur on a mutually agreed upon date **and pursuant to a mutually agreeable protocol.**

The overall site inspection will take place at the loss site.

Each group shall assign one (1) person as team-leader. The team-leader shall sign the procedure/protocol document. The team-leader shall insure that all team-members are aware of the protocol. The team leader will be used for exchanges between the respective groups and the site coordinators.

Each person will be required to sign in at the time of each inspection. Parties present during previous inspections were provided with badges which we request that you bring with you on future inspections. Those who were not previously present will be assigned a badge. **Attendance lists will be kept by the site coordinator and circulated to all attending parties immediately after the inspection.**

All parties should be aware that this site, much like every other site, presents numerous hazards. Personal protective equipment must be utilized while working within the site. Each individual is responsible for their own protective equipment, including (but not limited to) **proper foot gear (steel toe)**, eye protection and a hard hat. All should also be aware that this site may present hazards that may require the attention of safety personnel.

If you encounter such a situation, please inform safety personnel and/or Crane representatives. Should the discovered situation prove to be a danger or hazard to parties on site, the inspection will be immediately terminated and will not resume until the hazard has been properly investigated and mitigated. (Has Crane, ATF, or any other entity run a site scan for toxins, etc?)

The generalized protocol is as follows:

1. Prior to resuming the site inspection, a plan view will be prepared by the site coordinators and available for planning purposes at least two working days before the inspection. The plan view will be similar in appearance, detail and accuracy to a surveyor's map and will be made available in .pdf or similar format. This will include standardized building and structure names and a general layout of the property in order for those involved to have the ability to document the site.
 - a. Layout of the property and appropriately labeled property designating function and contents which includes a description of plant processes and the relationship of the plant processes to other buildings
 - b. Layout of evidence
 - c. Property plat which labels and identifies the buildings, function of the buildings, contents of buildings and surrounding grounds
 - d. Laser mapping of loss site and surrounding grounds
 - e. ATF's 3D scan of the loss site and surrounding areas
 - f. A layout of the electrical service to and within the facility
 - g. Identification of the LPG service
 - h. Identification and location of water, sewer, and pump lines
 - i. Geologic maps of the area
 - j. Pre and post aerial photos of plant and surrounding city with a distance scale
 - k. Pre and post photos of incident site and buildings
 - l. Photos of fire, flash, explosion in progress, and distance scale
2. Phase I - Documentation: Estimated two days to document entire site, begin with bone yards, label tarps with location, including latitude and longitude, for documentation of evidence.
 - a. Provisions should be made to provide heavy equipment and operators for identification of all evidence.
 - b. Provisions should be made to identify, secure, tag and itemize all evidence from bone yards. See paragraph 5.
3. All participants shall be afforded ample opportunity to examine, measure and photographically or otherwise document each item presented.
 - a. Move tarps and items to the staging area out of grass
 - b. Crane will prepare pool photographs, including digital copies, of items from bone yards (This does not prohibit interested parties from taking their own photographs.)
 - c. Anyone requiring copies of Crane's photographs will pay for their set of photographs which will be provided in both .jpg and RAW format at the original camera resolution.
4. Site will be broken down into zones
 - a. Areas and building slabs will be given distinct names
 - b. The areas will be further separated into grids for identification

5. Phase II- Identification of all evidence/artifacts:
 - a. Tagging items
 - i. The group leader will be given **serialized tags and a standard log for recording tag use** to identify items to be secured. **All tags will be unique. The site coordinator will issue blocks of tags to each group leader. All tags must be returned, used or unused, at the end of each day. As part of the tagging process, each item will be further identified by one or more digital image(s) at the time the item is tagged. Images in .jpg format will be supplied to the site coordinator at the end of each day on a USB 'pen' or 'stick' drive. The image number or identification of each item on the drive and the drive itself will be included on the tag and the log. One of the images of each item will show the tag on the item. The drives will not be supplied by, or returned by, the site coordinator. As a non-preferred alternative, a CD or DVD can be supplied.**
 - ii. The group leader will prepare a list of those items **on the log forms provided.**
 - iii. The group leader will provide that list to Crane **(site coordinator?) at the end of each day.**
 1. Crane? will identify each item
 2. Crane? will add to the master evidence list **which will be updated each night and an updated master list shared with all group leaders at the beginning of each new day of inspections.**
 3. Crane will move the items and secure them on a daily basis.
 4. This may require the assistance of other parties.³
6. A second high-resolution digital scan will be conducted in order to ascertain the deformation of tanks, vessels, vehicles and other items on the property.
7. Phase III- Reconstruction (Please define term reconstruction)
 - a. Outline of feed building
 - b. Stake-out building and profile of building
 - c. Profiles on floor
 - d. Digital scan of a-c above
 - e. Dig out pit adjacent to building **(does this refer to the blast crater or to the scale pit? Or both?)**
 - f. **Measure crater from high resolution scan taken by ATF if available and share data.**
8. Secondary documentation
 - a. Allow for documentation of additional or missed items
 - b. Allow for tagging of additional items, if necessary
9. All inspections, testing or examinations of secured evidence will be conducted at a later date in a laboratory environment.
10. All evidence that is removed and preserved, as a result of this incident shall be made available for all concerned parties or groups during joint exams with everyone notified and everyone who chooses to attend present. **All parties will be given an opportunity to select a date and attend using the same date selection process as determined in paragraph 5 above.**

11. All evidence shall, at the close of this inspection, be secured at the site for preservation and/or storage. During the site examination we will determine as a group the best location to store the evidence for future examination. This storage location will likely be in the Houston area where we have access to examination facilities and specialized labs if so required.

12. Protocol for evidentiary samples (to be developed)

13. Designation of person (persons) most knowledgeable to assist at inspection site with regard to questions including, but not limited to, the plant layout, operations, functions, contents, activities at the plant the day of the inspection and days before, voltage service, utility lines, chemicals processed at the plant, raw materials assembled, dimensions of buildings, including surrounding structure and makeup of floors and walls, chemicals in the building, their composition, amount and location, plant security, process by which ammonia nitrate was stored, and gases, oil, coal and ventilation issues at the plant.